

APPENDIX 1 - CLUB CONSTITUTION

CLUB CONSTITUTION

1. Name

The club shall be called Birchwood Colts Junior Football Club and will include the Birchwood Belles (Girls) Junior Football Club. (The Club)

2. Objects

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

3. Status of Rules

These rules (the "Club Rules") form a binding agreement between each member of the Club.

4. Rules and Regulations

(a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.

(b) Any alteration to the Club Rules shall be notified in writing to the Parent County Association.

(c) The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

(d) Extraordinary/Emergency reporting procedures. Any incidents, which occur outside normal club activities, which could bring the club into disrepute, must be notified via the club executive management chain. The Chairman (acting chairman in his absence) must be notified at the earliest opportunity. The Chairman (acting Chairman) will advise on how to proceed either immediately or following consultation with other senior committee members depending on the nature of the incident. Other club members will be notified as necessary under the direction of the Chairman.

5. Club Membership

(a) The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary.

(b) Club members are deemed to be any of the following:

- Registered players,
- Committee members,
- Managers/Coaches,
- Club officials (including referees/linesmen)
- Appointed 1st Aiders.

(Note. Any adult member above the age of 18 must be CRB checked).

Election to membership shall be at the discretion of the Club Committee and is to be granted in accordance with our anti-discrimination and equality policies which are in place from time to time.

(c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

(d) The FA and Parent County Association shall be given access to the Membership Register on demand.

6. Annual Membership Fee

(a) An annual signing on fee payable by each playing member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

(b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

7. Resignation and Expulsion

(a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears may be deemed to have resigned.

(b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made in writing to the Club Committee. All appeals will be considered at the next committee meeting. The committee's decision will be final.

(c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

8. Club Committee

(a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary, Child Protection Officer and up to 6 other members, plus the manager or representative from any team not represented by the active involvement of the aforementioned officers, elected at an Annual General Meeting.

(b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Vice Chairperson. The quorum for the transaction of business of the Club Committee shall be five.

(c) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

(d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee meetings shall be held monthly.

(e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.

(f) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules and Codes of Conduct.

(g) The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

9. Annual and Extraordinary General Meetings

(a) An AGM shall be held no later than the 31 July each year to:

- (i) receive a report of the activities of the Club over the previous year;
- (ii) receive a report of the Club's finances over the previous year;
- (iii) elect the members of the Club Committee; and
- (iv) consider any other business.

(b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the 'proposer' and 'seconder', both of whom must be existing members of the Club, to the Club Secretary not less than 14 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 14 days before the meeting.

(c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

(d) The Committee shall display a notice on the official club notice board at the Birchwood Leisure Centre informing members of the date of each General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.

(e) The quorum for a General Meeting shall be 50% of Committee Members.

(f) The Chairperson, or in their absence Vice Chairman or a nominated committee member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote. Parents, carers or guardians of members under 16 are entitled to attend an AGM or EGM, and shall have one vote in lieu of each member they represent.

(g) The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

10. Club Teams

At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team and shall provide verbal reports as and when requested.

11. Exit Strategy

Birchwood Colts JFC provides League Football for boys and girls from 6 to 17 years of age via the Mid Lincs County Youth League and when possible both U17s & U18s football via the Lincolnshire Intermediate Football League for senior youth teams that wish to continue their association with Birchwood Colts JFC. Birchwood Colts JFC has official links with the Birchwood Ladies football team and unofficial links with the local Birchwood United adult teams. Birchwood Colts JFC has agreed official links with Collingham FC as a recognised exit strategy for our senior teams and players moving into intermediate and adult football. This strategy allows Birchwood to provide further football development at different levels for our senior teams and players.

12. Club Finances

(a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer and one other Committee Member. No sum shall be drawn from the Club Account except by cheque signed by two of the four designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

(b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.

(c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.

(d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

(e) The Club may also in connection with the sports purposes of the Club:

(i) sell and supply food, drink and related sports clothing and equipment;

(ii) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;

(iii) pay for reasonable hospitality for visiting teams and guests; and

(iv) indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

(f) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.

(g) The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent auditor and shall be approved by members at general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

(h) Club Property/Assets, other than club accounts is described as all equipment, clothing and non consumables purchased by club funds or donated by sponsors. They shall initially be vested with nominated senior officials of the club (the custodians). Thereafter' the property shall be divided among the managers, as per the needs of their individual teams, the residue being retained by the custodians. All assets shall be regarded as club property until of no further use to the club.

13. Dissolution

(a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.

(b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.

(c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the Mid Lincs Youth League who shall determine how the assets shall be utilised for the benefit of junior football. Alternatively, such assets may be disposed of in such other manner by the members of the Club for the benefit of junior football with the consent of the Mid Lincs Youth League.

Interpretation:

In these rules the following words and expressions shall have the following meaning unless such meanings are inconsistent with the subject of the context.

1) " The Club" means the Birchwood Colts Junior Football Club and will include the Birchwood Girls and Boys teams.

2) "The Committee" means the Committee of Management. Words importing the singular shall include the plural and vice versa. Words importing the masculine shall include the feminine.

3) In any case of doubt as to the meaning of any rule or its applicability, the Committee shall have the power to decide the issue.

4) Any matters not governed by the foregoing rules shall be dealt with by the Committee, the decision of which body shall be final and binding.